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RULES FOR FILING CARDS

IN THE DICTIONARY CATALOGUES OF THE CARNEGIE LIBRARY OF PITTSBURGH

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1915

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Preface

The following rules, based on those found in the fourth edition of Cutter's "Rules for a dictionary catalogue," have been compiled for the use of assistants in the Carnegie Library of Pittsburgh. They apply to the filing of *printed* cards, the form used in all the card catalogues of this Library.

No attempt has been made to set forth or defend any rules of entry followed in cataloguing; these rules for arrangement presuppose the acceptance of certain catalogue entries which are followed in this Library. Rules which do not necessitate any deviation from the strictly alphabetical order are not given. For example, no statement is made about the filing of names differing but slightly in spelling, as Green and Greene, Brown and Browne, etc., because they are filed alphabetically in two files as spelled. Some aids have been incorporated to guide the untrained assistant, such as the entries for articles in foreign languages. The alphabetical rather than the logical arrangement has been adopted to facilitate quick reference.

The rules represent the practice followed by the Catalogue Department and have been compiled for publication by Margaret Mann, Chief Cataloguer.

HARRISON W. CRAVER,
Librarian.

March 1, 1915.

311851

Rules for Filing Cards

Abbreviations.

Arrange abbreviations as if spelled in full (except Mr and Mrs), but elisions as they are printed.

Example

A B C of swimming.
A. L. A. See American Library Association.
American Iron and Steel Association.
American Jewish Historical Society.
American Library Association.
A. L. A. booklist.
A. L. A. catalog.
American Library Institute.
Art de linguistique.
Art de l'instruction.
Art d'économiser.
Art des mines.
Art d'être grandpère.
Art digne.
Art d'instruire.
Dr Latimer.
Doctor Luke.
Dr North.
Mozart, W. A.
Mr Dooley.
Mrs Tree.
Much ado about nothing.
Who goes there?
Who'd be king?
Who's who.
Whose home is the wilderness.

Arrange proper names beginning with M', Mc, St., Ste. as if spelled Mac, Saint, Sainte.

Example

Maclaren, J. M.
M'Laren, J. T.
McLaren, L. L.
M'Laren, R. S.
MacLaren, W. W.

Saint Pierre, J. H. Bernardin de.
St. Vincent, J. J.
Ste. Anne des Monts.
Sainte-Beuve, C. A.

Added entry. *See* **Author arrangement.**

Ampersand.

Character & is alphabeted as "and," "et," "und," etc., according to the language used.

Example

Art & craftsmanship.
Art & artistes au 18e siècle.
Berlin & the German empire.
Berlin & seine bauten.

Analytical entries.

Author. File by author and title underscored in contents, disregarding author and title of the main book.

Subject. File first by subject at top of card, second by author of analytical underscored in contents and third by title of analytical. If there is no author in contents file by the author of the main book.

Sample cards

Donnay, Maurice.

Clark, Barrett Harper, *ed.* 842 C51
Three modern plays from the French, with a preface by Clayton Hamilton. 1914. Holt.
Contents: The prince d'Aurec, by Henri Lavedan.—The pardon, by Jules Lemaitre.—The other danger, by Maurice Donnay.

England. History. Norman period.

Oman, Charles William Chadwick, *ed.* 942 O24h
History of England. v.2, 4–5. 1904–05. Methuen.
v.2. England under the Normans and Angevins, 1066–1272, by H. W. C. Davis.
v.4. England under the Tudors, by A. D. Innes.
v.5. England under the Stuarts, by G. M. Trevelyan.

China. Politics and government.

Johnson, Samuel, 1822–82. 299 J36
Oriental religions and their relation to universal religion; China. 1877.
Contents: ELEMENTS: The Chinese mind.—Labor.—Science.—External relations.—Ethnic type.—Resources.—STRUCTURES: Education.—Government.—Language.—Literature.—History.—Poetry.—SAGES: Rationalism.—Confucius.—Doctrine of Confucius.—Influence of Confucius.—Mencius.—BELIEFS: Foundations.—Buddhism.—Missionary failures and fruits.—Tao-ism.—Philosophy.
"Fung-shui," p.715–717.

Apostrophe. *See* **Punctuation marks.**

Articles.

Disregard article at the beginning of an entry, but consider if not the first word.

Example

The man of his time.	Frau Holde.
Man of mark.	Die Frau Marchesa.
A man of the age.	Frau Sorge.
Man of the world.	Eine frau wie du.
The man of yesterday.	Frau Wilhelmine.

Un homme d'affaires.
L'homme de neige.
Homme du peuple.
L'homme qui rit.

Articles in foreign languages

Danish or Norwegian.

Singular		*Plural*	
n.	*common*		
den	det	de [di]	the
en	et		a

Dutch.

	Singular			*Plural*	
	m.	*f.*	*n.*		
nom.	de	de	het, 't	de	the
gen.	des	der	des	der	
dat.	den	der *or* de	het	den	
acc.	den	de	het, 't	de	

	m.	*f.*	*n.*	
nom.	een	eene	een	a
gen.	eens	eener	eens	
dat.	eenen *or* een	eener *or* eene	eenen *or* een	
acc.	eenen *or* een	eene	een	

French.

	Singular			*Plural*	
	m.	*f.*	*Before vowel* *m. & f.*	*m. & f.*	
nom.	le	la	l'	les	the
gen.	du	de la	de l'	des	
dat.	au	à la	à l'	aux	
acc.	le	la	l'	les	
	un	une			a

Articles in foreign languages—*continued.*

German.

	Singular			*Plural*	
	m.	*f.*	*n.*	*m. f. n.*	
nom.	der	die	das	die	the
gen.	des	der	des	der	
dat.	dem	der	dem	den	
acc.	den	die	das	die	
nom.	ein	eine	ein		a
gen.	eines	einer	eines		
dat.	einem	einer	einem		
acc.	einen	eine	ein		

Hungarian.

a, az	the
egy	a

Italian.

	Singular			*Before vowels*		
	m.	*m.*	*f.*	*m. & f.*		
nom. acc.	il	lo [1]	la	l'		the
gen.	del	dello	della	dell'		
dat.	al	allo	alla	all'		
abl.	dal	dallo	dalla	dall'		
	Plural			*Before vowels*		
	m.	*m.*	*f.*	*m.*	*f.*	
nom. acc.	i	gli	le	gli [2]	le	the
gen.	dei	degli	delle	degli	delle	
dat.	ai	agli	alle	agli	alle	
abl.	dai	dagli	dalle	dagli	dalle	

[1] lo is used before *s* followed by another consonant; also before *z*.
[2] The *i* of *gli* is elided only when the substantive begins with an *i*.

	m.	*f.*	
nom. acc.	un	una	a
gen.	d'un	d'una	
dat.	ad un	ad una	
abl.	da un	da una	

Latin.
No articles.

Lithuanian.
No articles.

Norwegian. *See* Danish or Norwegian.

Articles in foreign languages—*continued.*

Polish.

No articles.

Portuguese.

Singular		*Plural*		
m.	*f.*	*m.*	*f.*	
o	a	os	as	the
um	uma			a

Spanish.

	Singular			
	m.	*f.*	*n.*	
nom.	el	la	lo	the
gen.	del	de la	de lo	the
dat.	al, para el	á la, para la	á lo, para lo	the
acc.	el, al	la, á la	lo, á lo	the

	Plural		*Neuter has no plural*
	m.	*f.*	
nom.	los	las	the
gen.	de los	de las	the
dat.	á los, para los	á las, para las	the
acc.	los, á los	las, á las	the
	un	una	a

Swedish.

Singular		*Plural*	
m. & f.	*n.*		
den	det	de	the
en	ett		a

Associations. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

Author arrangement.

1. Author as main entry.
2. Author as secondary entry.
3. Works about an author.

1. Author as main entry.

Arrange in one alphabet works either written, compiled, edited, translated, or written jointly with another. Author of analytic, underlined in note or contents, should be filed in its alphabetical place in the above group, arranged by the title of the analytic rather than the title of the book. In case title of separate work and of analytic are the same, file separate work first.

See also Analytical entries.

Author arrangement—*continued.*

2. Author as secondary entry.

Arrange in one alphabet, after all authors as main entry, all secondary author entries. These include added entries under compiler, editor, translator, illustrator, publisher. Arrange these secondarily by the main author of the book, not by title.

3. Works about an author.

Arrange in one alphabet, after all secondary entries, the works about an author. Arrange these secondarily by the author of the book; if an analytical entry, arrange secondarily by author of the analytic. Anonymous works about an author file secondarily under the title of the work.

Example

1. Lang, Andrew.
    Ballads of books.

    Lang, Andrew, and others.
    A batch of golfing papers.

    Lang, Andrew, comp.
    Blue poetry book.

    Lang, Andrew.
    Complete works.

    Lang, Andrew, & Lang, John.
    Highways and byways in the Border.

    Lang, Andrew.
    Marett, R. R. ed.
    Anthropology and the classics.
    Contents: Homer and anthropology, by Andrew Lang.

    Lang, Andrew.
    Homer and the epic.

    Lang, Andrew, & Mason, A. E. W.
    Mason, Alfred Edward Woodley, & Lang, Andrew.
    Parson Kelly.

    Lang, Andrew, ed.
    Red fairy book.

2. Lang, Andrew, tr.
    Homer.
    Iliad; tr. by Andrew Lang.

    Lang, Andrew, and others, tr.
    Homer.
    Odyssey; tr. by Andrew Lang.

    Lang, Andrew, ed.
    Lang, Mrs Leonora Blanche.
    Book of saints and heroes.

Author arrangement—*continued.*

3. Lang, Andrew.
    Gosse, E. W.
        Andrew Lang.

    Lang, Andrew.
    James, Henry.
        Lang; a biography.

    Lang, Andrew.
    Lang, Andrew.
        Letters.

    Lang, Andrew.
    Matthews, Brander.
        Aspects of fiction.
        Contents: American literature.—The penalty of humor.—Two Scotsmen of letters; Andrew Lang, R. L. Stevenson.

See also Bible.—Homer.—Periodicals.—Place (country, state, city).—Shakespeare, William.—Wagner, Richard.

Bible. Arrange as follows:

I. Whole Bible.
    1. Bible treated as author, i. e. text.
        a. English text.
            Arrange alphabetically by title.
        b. Foreign texts.
            Arrange alphabetically by name of language.
    2. Bible treated as subject, i. e. works about the Bible.
        Arrange alphabetically under the various subdivisions, putting "Miscellaneous" last.

II. Old testament.
    1 and 2 arrange as in whole Bible.
    3. Collections of single books. (Except 4 and 6.)
    4. Hexateuch, Pentateuch, etc.
        Arrange according to number of books included, the collection containing the largest number coming first.
    5. Single books arranged in the order of the English version, illustrative works on each book following the editions of the text of that book.
    6. Collections of the prophetical books follow the Song of Solomon.
    7. Apocrypha.
    8. Pseudepigrapha.

III. New testament.
    1 and 2 arrange as in whole Bible.
    3. Collections of single books. (Except Gospels and Epistles.)
    4. Gospels.
    5. Single books arranged as in Old testament.
    6. Collections of the Epistles follow the Acts.
    7. Apocrypha.

Bible—*continued.*

Arrangement of books of the Old testament.

Genesis.	Esther.	Amos.
Exodus.	Job.	Obadiah.
Leviticus.	Psalms.	Jonah.
Numbers.	Proverbs.	Micah.
Deuteronomy.	Ecclesiastes.	Nahum.
Joshua.	Song of Solomon.	Habakkuk.
Judges.	Isaiah.	Zephaniah.
Ruth.	Jeremiah.	Haggai.
Samuel.	Lamentations.	Zechariah.
Kings.	Ezekiel.	Malachi.
Chronicles.	Daniel.	Apocrypha.
Ezra.	Hosea.	Pseudepigrapha.
Nehemiah.	Joel.	

Arrangement of books of the New testament.

Matthew.	Ephesians.	Hebrews.
Mark.	Philippians.	James.
Luke.	Colossians.	Peter.
John.	Thessalonians.	John, Epistles.
Acts.	Timothy.	Jude.
Romans.	Titus.	Revelation.
Corinthians.	Philemon.	Apocrypha.
Galatians.		

Business firms. *See* **Firms.**

Charters (as subhead). *See* **Place** (country, state, city).

Chronological arrangement. *See* **Congresses.—History.—Maps.—Personal names, forenames and surnames the same.**

City. *See* **Geographical names.—Place** (country, state, city).

Classical names. *See* **Personal names, Greek and Latin.**

Compiler. *See* **Author arrangement.**

Compound forenames. *See* **Forenames.**

Compound names of places, subjects, societies, institutions. *See* **Place, compound names of places, subjects, societies, institutions.**

Compound personal names. *See* **Personal names, compounded of two names.—Personal names with prefix.**

Compound words. *See* **Hyphened words.—Place, compound names of places, subjects, etc.**

Conferences. *See* **Congresses.**

Congresses.

When congresses and conferences are distinguished by number or date, arrange by number or date, not alphabetically.

Example

International Congress of Applied Chemistry, (7th), London, 1909.

International Congress of Applied Chemistry (8th), Washington and New York, 1912.

Constitution (as subhead). *See* **Place** (country, state, city).

Corporate entry. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

Country. *See* **Place** (country, state, city).

County. *See* **Geographical names.**

Dates. *See* **Numerals.**

Directories (as subhead). *See* **Place** (country, state, city).

Edition. *See* **Title.**

Editor. *See* **Author arrangement.**

Elisions. *See* **Abbreviations.**

Family names. *See* **Personal names compounded of two names.**

Figures. *See* **Numerals.**

Firms.

When a publisher or a firm name is same as personal name, file by forename in its alphabetic place among the personal names. If firm name has no forename file after personal names.

Example

Jones, J. C.
Jones (L. M.) & Son, N. Y.
Jones, R. B.
Jones (Robert) Company, Philadelphia.
Jones, Robert Henry.
Jones & Laughlin Steel Co. Pittsburgh.
Jones, Miller and Co. N. Y.
Jones, Smith and Brown, Boston.

Foreign titles. *See* **Translations.**

Forenames.

Forenames used as headings precede surnames.

Example

Christian II.
Christian, James.
The Christian. Caine, Hall.
Christian art.

Headings like Charles, George, Henry, etc., arrange in the following groups:

1. Saints.
2. Popes.
3. Sovereigns.
4. Princes and nobility.
5. Others.

The saints are arranged secondarily by their usual appellatives, the popes by their number. Sovereigns in alphabetic order of countries and under countries numerically. Other persons are arranged secondarily by their usual appellatives.

Example

John, *St.*
John of Damascus, *St.*
John X, *pope.*
John XXI, *pope.*
John, *king of England.*
John V, *king of Portugal.*
John III, *king of Sweden.*
John of Austria, *prince.*
John IV, *duke of Bretagne.*
John, *duke of Burgundy.*
John of Gaunt, *duke of Lancaster.*
John of Fordun.
John of Parma.
John of Salisbury, *bp.*
John, Griffith.
John Crerar Library, Chicago.
John Halifax, gentleman.

Note that emperors are not to be separated from kings.

Such names as Frederick William, Ernest August Charles, Charlotte Augusta, Marie Antoinette, Marcus Antonius, may be regarded as compound forenames. They should be arranged in the above groups, the compounds of each group following the single names.

See also Personal names, forenames and surnames the same.

Geographical names.

When the same word serves for several kinds of heading the order is: person, place, subject, title.

Example

Buffalo, N. Y.
Buffalo (animal).
Buffalo Bill's wild West show.
Washington, George.
Washington (state).
Washington, D. C.
Washington, Pa.
Washington Adams in England.
Washington county, Pa.
Washington Literary Society.

When states and cities have the same name arrange first state (official followed by non-official entries), second city (official followed by non-official entries).

County of the same name is filed in its alphabetical place and the word county is considered in alphabeting. The filing of New York county is an exception to this. For its arrangement see example under Place (country, state, city).

Example

Washington (state)—Geological survey.
Washington (state) University.
Washington, D. C.
Washington (D. C.) Playground Association.
Washington, Pa.
Washington and Jefferson College.
Washington College.
Washington county, Ohio.
Washington county, Pa.
Washington in Lincoln's time.
Washington national monument.

See also Place, compound names of places, subjects, etc.—Place (country, state, city).—Subject (as subhead).

Government entries. *See* **Place** (country, state, city).

Greek names. *See* **Personal names, Greek and Latin.**

History.

When the history of a country is subdivided by periods or events, these subdivisions are arranged chronologically, not alphabetically.

Example

U. S. History. Colonial period.
U. S. History. Revolution.
U. S. History. War of 1812.
U. S. History. Civil war.
U. S. History. Reconstruction period.

The Revolution and the Civil war are subjects which include so much material that they have been subdivided. The subdivisions are arranged alphabetically.

Example

U. S. History. Civil war. Bibliography.
U. S. History. Civil war. Biography.
U. S. History. Civil war. Campaigns and battles.
U. S. History. Civil war. Finance.
U. S. History. Civil war. Poetry.

Homer.

Arrange entries in the following order:

1. Collected works arranged alphabetically by title.
2. Commentaries and criticisms on collected works arranged alphabetically by author.
3. Dictionaries and concordances.
4. Separate works in one alphabet arranged by title. Under each work arrange first the texts, then books about it, arranged secondarily by author of book.
5. Homer for children.

Example

1. Homer.
   Opera Græco-Latina.

   Homer.
   Works.

2. Homer.
   Clerke, A. M.
   Familiar studies in Homer.

   Homer.
   Lawton, W. C.
   Art and humanity in Homer.

Homer—*continued.*

3. Homer.
   Autenrieth, Georg, ed.
      Homeric dictionary.

   Homer.
   Ebeling, Heinrich, ed.
      Lexicon Homericum.

4. Homer.
   Battle of the frogs and mice (text).

   Homer.
   Battle of the frogs and mice (criticism).

   Homer.
   Hymns (text).

   Homer.
   Hymns (criticism).

   Homer.
   Iliad (text).

   Homer.
   Iliad (criticism).

   Homer.
   Odyssey (text).

   Homer.
   Odyssey (criticism).

5. Homer.
   Brooks, Edward.
      Story of the Iliad.

   Homer.
   Church, A. J.
      Stories from Homer.

Hyphened words.

Arrange as if separate words, disregarding hyphen.

Example

Happy home.
Happy-Thought Hall.
Happy thoughts.

But file as one word the following:

Anti-Christ.
Bi-centennial.
Con-tect (weekly).
Co-operative.
Pre-historic.
Pre-Raphaelite.
To-day.

See also Place, compound names of places, subjects, etc.

Illustrator. *See* **Author arrangement.**

Initial articles. *See* **Articles.**

Initials.

Arrange all entries beginning with *initials only* before those beginning with full words of same initial letter. File initials standing for the name of a person before those beginning a title.

Example

T., H.
T., J.
T., L. G.
T., V.
T. R. in cartoons.
T. Square Club.
T. Tembarom.
Tabb, John Banister.
Table talk.

See also Abbreviations.

Institutions. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

International congresses. *See* **Congresses.**

Inverted subject heading. *See* **Subject** (as subhead).

Joint author.

File with other works by the first author, disregarding the name of the second author.

See examples under Author arrangement.

Latin names. *See* **Personal names, Greek and Latin.**

Mc, Mac. *See* **Abbreviations.**

Main entry. *See* **Author arrangement.**

Maps.

Arrange alphabetically by name of place. If there be more than one entry under a place arrange chronologically.

Example

Maps—Paris.
Maps—Pennsylvania.
Maps—Pennsylvania. (1884.)
Maps—Pennsylvania. (1885.)
Maps—South America.

Mr and **Mrs.** *See* **Abbreviations.—Personal names, titles of honor and distinction.**

Music.

Arrange in two files.

1. Books about music.
2. Musical scores.

Examples of headings and subheadings for musical scores

Music. Chamber music.
Music. Chamber music. Quartets. Strings.
Music. Chamber music. Quintets.
Music. Piano.
Music. Piano. Concertos.
Music. Piano. Duets.
Music. Piano. Mazurkas.
Music. Piano. Sonatas.

New York. *See* **Place** (country, state, city).

Noblemen. *See* **Forenames.**

Numerals.

Arrange titles beginning with numerals as if the figures were written out in the language of the rest of the title.

Example

Nineteenth army corps.	Achtspännig.
19th century almanac.	1813; kriegsbild.
Nineteenth century prose.	Acids.

Arrange numerals, in English, over 1,000, as 1,500, 2,300, 1,000,000, as if spelled out, one thousand five hundred, two thousand three hundred, one million; not fifteen hundred, twenty-three hundred, ten hundred thousand.

English and German numerals indicating years form an exception to this, and 1800, 1900, etc. are arranged as if spelled eighteen hundred, nineteen hundred, achtzehn hundert, neunzehn hundert, but corresponding French numerals are arranged as if beginning with *mil*, thus 1812 is arranged as if spelled mil huit cent douze.

Official publications. *See* **Place** (country, state, city).

Order of entries. *See* **Person, place, subject, title, having the same name.**

Ordinances (as subhead). *See* **Place** (country, state, city).

Periodicals.

When a periodical is used as an author, always file after entry for periodical itself.

Example

Review of reviews; monthly.
Review of reviews.
  Annual index of periodicals and photographs.
Review of reviews.
  Pittsburg; a new great city.

Person, place, subject, title, having the same name.

When the same word serves for several kinds of heading the order is: person, place, subject, title.

Example

Buffalo, N. Y.
Buffalo (animal).
Buffalo Bill's wild West show.
Washington, George.
Washington (state).
Washington, D. C.
Washington, Pa.
Washington Adams in England.
Washington county, Pa.
Washington Literary Society.

Personal names compounded of two names.

Arrange personal names compounded of two names, with or without a hyphen, after the first name but before the next longer word. Surnames with "family," "dynasty" or "house" should follow plain surname and not be mixed with compound names or titles beginning with surname.

Example

Grave, Thomas.
Grave family.
Grave de Mezeray, Antoine.
Grave creek.
Grave-mounds.
Gravel.
Lloyd, William.
Lloyd family.
Lloyd-George, David.
Lloyd-George family.
Lloyd-Williams, Richard.
Lloyd guide to Australasia.
Lloyd Library.

Personal names, forenames and surnames the same.

When surnames and forenames are the same arrange chronologically if dates are given. Names without dates precede those with dates. If there are several they may be filed by epithet or title of honor, such as Capt., Rev., Sir.

Example

Scott, Walter, *M. A.*
Scott, *Sir* Walter.
Scott, Walter, 1854–96.
Scott, Walter, *b.* 1876.

Personal names, Greek and Latin.

Arrange Greek and Latin personal names by their patronymics or other appellatives.

Example

Dionysius.
Dionysius Areopagita.
Dionysius Chalcidensis.
Dionysius Genuensis.

Personal names, titles of honor and distinction.

Pay no attention to prefixes as Mrs, Sir, Lady, etc., or to suffixes, as bp., graf, comte, baron, etc. unless forenames are the same, in which case use to distinguish. If there is no forename but only a title or such term as Mother, Uncle, Professor, file before entries with forenames.

Example

Ross, Mother.
Ross, Professor.
Ross, A. C.
Ross, M. R.

Personal names with prefix.

Arrange personal names with prefixes as single words.

Example

Demonstration.
De Montford.
Demophilus.
De Morgan.
Demosthenes.
Ducal palaces.
Du Chaillu.
Duchess of Malfi.
Lame dog's diary.
La Motte Fouqué.
Lamplighter.
Leslie.
Le Soudier.
Lessing.
Saint-Amand.
Sainte-Beuve.
Saintly lives.
Tenant of Wildfell hall.
Ten Eyck.
Tennis.
Vanadium.
Van Buren.
Vanity fair.

Pittsburgh. *See* **Place** (country, state, city).

Place, compound names of places, subjects, societies, institutions.

Arrange compound names of places and names of societies and institutions as separate words.

Example

New, John.
New Hampshire.
New legion of Satan. (Title.)
New Sydenham Society.
New thought.
Newark.
Newfoundland.
Newspapers.

But arrange as single words compound words which are printed as one.

Example

Book-binding. See Bookbinding.
Book-keeping.
Book-plates.
Bookbinding.
Bookkeeping for retail stores.
Books and reading.
Bookselling.

Place (country, state, city).

1. Works by a country, state or city as author.
2. Works about a country, state or city.
3. Associations, institutions or titles beginning with name of country, state or city.

1. Arrange in one alphabet works by a country, state or city as author, or author as secondary entry.

In these entries the name of place is followed by dash and name of government department. Secondary entries are filed secondarily by title not by main author of book.

Example

Canada—Geological survey.
Annual report.

Canada—Geological survey.
Young, G. A.
Descriptive sketch of the geology of Canada.
Issued by the Canada geological survey.

Place (country, state, city)—*continued.*

Canada—Geological survey.
Guide book.

Canada—Geological survey.
Collins, W. H.
Report on northwestern Canada. (Canada—Geological survey.)

Canada—Geological survey.
Reports of progress.

In a few cases the period is used instead of dash after name of place in official entries, but this does not change the order. These are for form headings such as, Constitution, Statutes, Charter, Directories and Ordinances.

2. Arrange in one alphabet after works by a country, state or city all works about a country, state or city. In these entries the name of the place is followed by period and subdivision.

3. Arrange in one alphabet after works about a country, state or city all associations, institutions and titles beginning with its name. Disregard the comma which often follows the name of place in this form of entry.

Country

U. S.—Chemistry bureau.
U. S.—Forestry division.
U. S.—Post office department.
U. S.—President.
U. S. Statutes.
U. S.—War department.
U. S. History.
U. S. Post office. (For books about the department.)
U. S. President. (For books about the presidents.)
U. S. catalog.
U. S. Steel Corporation.

State

Pennsylvania—Agriculture, Department of.
Pennsylvania. Constitution.
Pennsylvania—Education commission.
Pennsylvania—State library.
Pennsylvania. Description and travel.
Pennsylvania. History.
Pennsylvania. Militia.
Pennsylvania farmer.
Pennsylvania State Agricultural Society.
Pennsylvania stories.
Pennsylvania University.

Place (country, state, city)—*continued.*

City

Pittsburgh—Assessors.
Pittsburgh. Charter. (As author.)
Pittsburgh—Council.
Pittsburgh. Directories.
Pittsburgh—Health bureau.
Pittsburgh. Ordinances.
Pittsburgh—Public education board.
Pittsburgh—Water bureau.
Pittsburgh. Charities.
Pittsburgh. Charter. (For books about the charter.)
Pittsburgh. History.
Pittsburgh. Municipal improvement.
Pittsburgh. Public education board. (For books about the board.)
Pittsburgh. Streets.
Pittsburgh, Academy of Science and Art.
Pittsburgh almanac.
Pittsburgh, Chamber of Commerce.
Pittsburgh mercury.
Pittsburgh Survey.
Pittsburgh the powerful.
Pittsburgh University.

In filing cards under New York, arrange

1. New York (state) first by author, second by subject, third by title or association.
2. New York (colony).
3. New York (county).
4. New York (city) first by author, second by subject, third by title or association.
5. New York as title or association without state or city following or inserted.

Example

1. New York (state)—Botanist.
   New York (state)—Education department.
   New York (state). Geology.
   New York (state). History.
   New York State Bar Association.
   New York (state), Chamber of Commerce.
   New York State Teachers' Association.
2. New York (colony)—Council.
3. New York (county)—Court house board.

Place (country, state, city)—*continued.*

4. New York (city)—Health department.
   New York (city)—Police department.
   New York (city). Description.
   New York (city). Police department. (For books about the department.)
   New York (city). Poor.
   New York City Christian Science Institute.
   New York, City Club.
   New York (city), Merchants' Association.

5. New York architect.
   New York Edison Company.
   New York Historical Society.
   New York, Shakespeare Society.

See also Geographical names.

Place subdivisions under subject. *See* **Subject** (as subhead).

Popes. *See* **Forenames.**

Possessive case. *See* **Punctuation marks.**

Prefixes. *See* **Personal names, titles of honor and distinction.—Personal names with prefix.**

Princes. *See* **Forenames.**

Pseudonyms.

Arrange pseudonyms after the corresponding real name.

Example

Andrew, *pseud.*
Andrew, St.
Andrew, St. *pseud.*
Andrew, John.
Andrew, John, *pseud.*
Andrew, John Albion.

Publisher. *See* **Firms.**

Punctuation marks.

Disregard punctuation marks and apostrophe. The possessive case singular should be arranged with the plural.

Example

Boys' and girls' book.
Boy's book of rhyme.
Boy's Odyssey.
Boys of 1812.
Boys of Fairport.
Boys' own book.

Rulers. *See* **Forenames.**

Saints. *See* **Forenames.**

Same name used for several kinds of heading. *See* **Geographical names.**

Secondary entry. *See* **Author arrangement.**

"See also" cards.

"See also" cards follow entry of same heading.

Example

Children.
Children. *See also.*
Children. Care and training.
Children. Care and training. *See also.*

Series.

When a series entry consists of an author and title, arrange with other works by the same author as main entry.

Example

Minnesota University.
Alumni record.

Minnesota University. Current problems. (Series.)

Minnesota University.
President's report.

Minnesota University.
Studies in the physical sciences and mathematics. (Series.)

Minnesota University.
Vocations open to women.

Shakespeare.

Arrange entries in the following order:

1. Collected works in one alphabet.

2. Separate plays in one alphabet, arranged by name of play. Under each play arrange first the texts of the play, then works about the play, arranged secondarily by author of book. The poems of Shakespeare file after the separate plays and before works about Shakespeare.

Shakespeare—*continued.*

3. Works about Shakespeare and the plays in general arranged alphabetically under subheadings.

Example

1. Shakespeare, William.
   Complete works.

   Shakespeare, William.
   Dramatische werke.

   Shakespeare, William.
   Works.

2. Shakespeare, William.
   As you like it (text).

   Shakespeare, William.
   As you like it (criticism).

   Shakespeare, William.
   Hamlet (text).

   Shakespeare, William.
   Hamlet (criticism).

   Shakespeare, William.
   Winter's tale (text).

   Shakespeare, William.
   Winter's tale (criticism).

   Shakespeare, William.
   Poems.

   Shakespeare, William.
   Sonnets.

   Shakespeare, William.
   Venus and Adonis.

3. Shakespeare, William. Biography.
   Shakespeare, William. Costume of the characters.
   Shakespeare, William. Criticism.
   Shakespeare, William. Music.
   Shakespeare, William. Plots.
   Shakespeare, William. Sources.
   Shakespeare, William. Stories of the plays.
   Shakespeare, William. Wit and humor.

Societies. *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

State. *See* **Geographical names.—Place** (country, state, city).

Statutes (as subhead). *See* **Place** (country, state, city).

Subject. *See* **Author arrangement.** Works about an author.—**History.—Maps.—Music.—Person, place, subject, title, having the same name.—Place, compound names of places, subjects, societies, institutions.—Shakespeare.**

Subject (as subhead).

Arrange subheads of any subject alphabetically under subject. When a subject has country or place subdivisions do not mix with other subheads but file in a second group after them.

Example

Railroads.
Railroads. Bibliography.
Railroads. Construction.
Railroads. Laws.
Railroads. Periodicals.
Railroads. Relation to the state.

After guide marked "Special localities" file

Railroads. England.
Railroads. Iowa.
Railroads. New York (state).
Railroads. New York (city).
Railroads. Russia.
Railroads. United States.

File subheads separated from subject by comma in one file with those separated by period.

Example

Ethics. Dictionaries.
Ethics, Family.
Ethics, Practical.
Ethics, Social.
Ethics. Societies.
Ethics, State.

But notice that Painting, Mechanical is not a subhead of Painting, but a separate subject.

Surnames. *See* **Personal names, forenames and surnames.**

Title.

The arrangement of title entries is first by the heading words; if they are the same, then by the next word; if that is the same, by the next; and so on. Every word, article (except initial article), and preposition included, is to be regarded.

Example

Uncovenanted mercies.
Under a cloud.
Under the ban.
Under the greenwood tree; a novel.
Under the greenwood tree; a poem.
Under which king.
The undone task.
The undone task done.

If two or more titles under an author's name are the same, distinguish by edition or date. If they are the same to the first semicolon, distinguish by what follows.

Example

Thorndyke, E. L.
Educational psychology. 1903.
Thorndyke, E. L.
Educational psychology. 3v. 1913–14.

Rocheleau, W. F.
Great American industries; minerals.
Rocheleau, W. F.
Great American industries; products of the soil.
Rocheleau, W. F.
Great American industries; transportation.

Stories by foreign authors; German.
Stories by foreign authors; Italian.
Stories by foreign authors; Scandinavian.

See also Abbreviations.— Ampersand.— Articles.— Author arrangement.—Hyphened words.—Initials.—Numerical figures.—Person, place, subject, title, having the same name.—Place (country, state, city).—Punctuation marks.—Translations.

Titles of honor. *See* **Personal names, titles of honor and distinction.**

Translations.

Translations and originals are not kept together, but each translation is arranged alphabetically under the author, by its own title.

Example

Maeterlinck, Maurice.
Der blaue vogel.

Maeterlinck, Maurice.
The blue bird.

Maeterlinck, Maurice.
Death.

Maeterlinck, Maurice.
Life of the bee.

Maeterlinck, Maurice.
Monna Vanna.

Maeterlinck, Maurice.
La mort.

Maeterlinck, Maurice.
L'oiseau bleu.

Maeterlinck, Maurice.
La vie des abeilles.

If titles are exactly the same for a book in a foreign language and for its English translation, or, for an English book and its foreign translation, file English title first.

Translator. *See* **Author arrangement.**

Transposed subject headings. *See* **Subject** (as subhead).

Umlaut.

ä, ö, ü, in German to be considered a, o, u.
ä, å, æ, ö, ø, in Danish and Swedish to be considered a, o.

If two names are spelled exactly alike except for the umlaut, arrange by the forenames.

Example

Muller, Heinrich.	Müller, Heinrich.
Müller, Johann.	Muller, Johann.

When written oe, ae, ue, use both letters in filing.

Example

Goethe.	Hueffer.
Gold.	Huffman.

United States. *See* **Place** (country, state, city.)

Wagner, Richard.

Arrange entries in the following order.

1. General writings, not including autobiography or correspondence, in one alphabet.

2. Opera scores arranged alphabetically.

3. Opera texts, including librettos and works about separate operas, arranged alphabetically. Under each opera arrange first text of opera, then works about it.

4. Criticism of works arranged alphabetically by name of author of book.

5. Stories of the operas taken collectively, in one alphabet, arranged by name of author of book.

6. Biography of Wagner. In this arrangement all autobiography is filed first, followed by lives of Wagner, arranged secondarily by the author of book.

Example

1. Wagner, Richard.
   Die kunst und die revolution.

   Wagner, Richard.
   Oper und drama.

2. Wagner, Richard.
   Lohengrin (score).

   Wagner, Richard.
   Parsifal (score).

   Wagner, Richard.
   Tristan and Isolde (score).

3. Wagner, Richard.
   Lohengrin (text).

   Wagner, Richard.
   Lohengrin (criticism).

   Wagner, Richard.
   Parsifal (text).

   Wagner, Richard.
   Parsifal (criticism).

Wagner, Richard—*continued.*

4. Wagner, Richard.
   Gautier, Judith.
      Wagner and his poetical work.

   Wagner, Richard.
   Krehbiel, H. E.
      Studies in the Wagnerian drama.

   Wagner, Richard.
   Newman, Ernest.
      Study of Wagner.

5. Wagner, Richard.
   Barber, Grace Edson.
      Wagner opera stories.

   Wagner, Richard.
   Frost, W. H.
      Wagner story book.

   Wagner, Richard.
   McSpadden, J. W.
      Stories from Wagner.

6. Wagner, Richard, & Liszt, Franz.
   Correspondence.

   Wagner, Richard.
   Family letters.

   Wagner, Richard.
   Mein leben.

   Wagner, Richard.
   Chamberlain, H. C.
      Richard Wagner.

   Wagner, Richard.
   Finck, H. T.
      Wagner and his works.

   Wagner, Richard.
   Muncker, Franz.
      Richard Wagner.

Publications of the Library Now in Print

In the following list wherever two prices are given the first is that for which the publication is sold at the Library only. All prices are strictly net except for individual publications ordered in lots of twenty or more. Remittances should be made payable to the order of Carnegie Library of Pittsburgh.

*Publications marked † may be had free at the Library. Publications marked * either have not been issued separately or are out of print as separates. Copies of the Monthly Bulletin in which they appeared will be sent postpaid for 5 cents each.*

Classified Catalogue of the Carnegie Library of Pittsburgh.

First Series, 1895–1902. 1907. vol. 1–3. 3,890 pp. $12.00.

Second Series, 1902–1906. 1908. vol. 4–5. 2,020 pp. $5.00.

Third Series, 1907–1911. 1914. vol. 6–8. 3,475 pp. $8.00.

Bound in buckram with gilt tops. Include full author and subject indexes.

The same [in pamphlet form].

First Series, 1895–1902. 10 parts. 1903–07.

Part 1. General Works. 1907. 67 pp. 10 cents, postpaid.
Part 2. Philosophy and Religion. 1903. 223 pp. Out of print.
Part 3. Sociology and Philology. 1904. 340 pp. 15 cents; postpaid, 25 cents.
Part 4. Natural Science and Useful Arts. 1904. 598 pp. 35 cents; postpaid, 50 cents.
Part 5. Fine Arts. 1905. 351 pp. 15 cents; postpaid, 25 cents.
Part 6. Literature. 1905. 308 pp. 15 cents; postpaid, 25 cents.
Part 7. Fiction. 1906. 446 pp. 25 cents; postpaid, 40 cents.
Part 8. History and Travel. 1907. 691 pp. 50 cents; postpaid, 65 cents.
Part 9. Biography. 1907. 381 pp. 20 cents; postpaid, 30 cents.
Part 10. Indexes, Title-pages, Contents, Preface and Synopsis of Classification. 1907. 850 pp. $1.00; postpaid, $1.20.

Second Series, 1902–1906. 5 parts. 1907–08.

Part 1. General Works, Philosophy, Religion, Sociology and Philology. 1907. 425 pp. Out of print.
Part 2. Natural Science, Useful Arts and Fine Arts. 1907. 477 pp. 45 cents; postpaid, 60 cents.
Part 3. Literature, English Fiction and Fiction in Foreign Languages. 1908. 342 pp. 40 cents; postpaid, 50 cents.
Part 4. History and Travel, Collected Biography and Individual Biography. 1908. 465 pp. 45 cents; postpaid, 60 cents.
Part 5. Indexes, Title-pages, Contents, Preface and Synopsis of Classification. 1908. 460 pp. 80 cents; postpaid, 95 cents.

Third Series, 1907–1911. 10 parts. 1912–14.

Part 1. General Works, Philosophy, Religion. 1912. 372 pp. 40 cents; postpaid, 50 cents.
Part 2. Sociology, Philology. 1912. 418 pp. 45 cents; postpaid, 60 cents.
Part 3. Natural Science, Useful Arts. 1913. 623 pp. 60 cents; postpaid, 75 cents.
Part 4. Fine Arts. 1913. 237 pp. 25 cents; postpaid, 35 cents.
Part 5. Literature. 1913. 271 pp. 30 cents; postpaid, 40 cents.
Part 6. English Fiction, Fiction in Foreign Languages. 1913. 294 pp. 30 cents; postpaid, 40 cents.
Part 7. History and Travel. 1914. 401 pp. 40 cents; postpaid, 50 cents.
Part 8. Biography. 1914. 276 pp. 30 cents; postpaid, 40 cents.
Part 9. Books for the Blind. 1914. 44 pp. 5 cents; postpaid, 10 cents.
Part 10. Indexes, Title-pages, Contents, Preface and Synopsis of Classification. 1914. 816 pp. 80 cents; postpaid, $1.00.

†Monthly Bulletin. 25 cents a year, postpaid.
Not published in August and September.

†Annual Reports, 1st–18th. 1897–1914.* Sent free upon request.
Except the 3d and 6th, which are out of print.

†Circular of Information Concerning the Training School for Childrens Librarians. Sent free upon request.

†Periodicals and Other Serials Currently Received by the Carnegie Library of Pittsburgh. Sixth edition. 1912. 40 pp. 5 cents, postpaid.

Rules for Filing Cards in the Dictionary Catalogues of the Carnegie Library of Pittsburgh. 1915. 32 pp. 5 cents.

†**Books of Interest in Connection with the European War.** 1914. 26 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, October 1914.

Debate Index. Second edition. 1912. 84 pp. 15 cents; postpaid, 20 cents.

†**Debate Index.** Supplement to the second edition. 1913. 23 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, November 1913.

†**Books in the Library of the American Philatelic Society.** 1910. 20 pp. 5 cents, postpaid.

†**Lives and Letters;** a Selected and Annotated List. 1910. 36 pp. 10 cents, postpaid.
Reprinted from the *Monthly Bulletin*, March 1910.

† ***Letters of General Forbes;** Reprint of 35 Letters Relating to the Expedition against Fort Duquesne. 63 pp. 20 cents, postpaid.
In the *Monthly Bulletin*, February, March, April, May, 1909.

†**Gift of the German Emperor** [List of Books, Maps and Photographs]. 1908. 17 pp.
Reprinted from the *Monthly Bulletin*, April 1908.

†**Industrial Accidents;** a Select List of Books. 1910. 12 pp. 5 cents, postpaid.

†**One Hundred Recent Books on Agriculture.** 1910. 19 pp. 5 cents, postpaid.

†**List of Technical Indexes and Bibliographies Appearing Serially.** 1910. 17 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, June 1910.

Index to Proceedings of the Engineers' Society of Western Pennsylvania, Volumes 1 to 20, 1880–1904. Compiled by Harrison W. Craver. 1906. 144 pp. $1.00, postpaid.

Catalogue of Books in the Childrens Department of the Carnegie Library of Pittsburgh. 1909. 604 pp. 75 cents; postpaid, $1.00.

Catalogue of Books, Annotated and Arranged, and Provided by the Carnegie Library of Pittsburgh for the Use of the First Eight Grades in the Pittsburgh Schools. 1907. 331 pp. 35 cents; postpaid, 50 cents.

Annotated Catalogue of Books Used in the Home Libraries and Reading Clubs. 1905. 110 pp. 20 cents; postpaid, 25 cents.

† ***Gifts for Children's Book Shelves;** a List for Mothers. 1908. 26 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, November 1908.

†**Stories from the Ballads of Robin Hood;** Outlines for Story-telling. 1914. 38 pp. 5 cents, postpaid.

†**Stories from the Norse;** Outlines for Story-telling. 1914. 22 pp. 5 cents, postpaid.

†**Story Hour Courses for Children from Greek Myths, The Iliad and The Odyssey.** 1906. 32 pp. 5 cents, postpaid.

†**"Foreign Lands Where Wonders Are;"** a Reading List for Children and Young People. 1911. 14 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, November 1911.

Reference Lists

These lists have been compiled to render easily accessible the material in this Library on the various subjects.

† ***Vocational Guidance.** 11 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, May 1913.

†**Housing.** 1912. 45 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, December 1911.

† ***Expeditions of Colonel Bouquet to the Ohio Country, 1763 and 1764.** 11 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, December 1909.

†**Expedition of General Forbes against Fort Duquesne.** 1908. 20 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, June 1908.

† ***Washington's Visits to Pittsburgh and the Ohio Country.** 15 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, February 1908.

† ***Braddock's Expedition.** 11 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, November 1906.

† ***The Whiskey Insurrection.** 9 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, July 1906.

†**Famous Royal Women**; a Reading List for Girls. 1908. 11 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, January 1908.

Men of Science and Industry; a Guide to the Biographies of Scientists, Engineers, Inventors and Physicians, in the Carnegie Library of Pittsburgh. 1915. 189 pp. 20 cents; postpaid, 30 cents.

†**Air Conditioning.** 1914. 58 pp. 10 cents, postpaid.
Reprinted from the *Monthly Bulletin*, November 1914.

†**Brick Manufacture and Bricklaying.** 1912. 33 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, January 1912.

†**Sewage Disposal and Treatment.** 1910. 96 pp. 15 cents, postpaid.
Reprinted from the *Monthly Bulletin*, November 1910.

†**Electric Heating and Cooking.** 1910. 16 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, January 1910.

† ***Metal Corrosion and Protection.** Second edition, revised and enlarged. 1909. 58 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, July 1909.

†**Refuse and Garbage Disposal.** 1909. 39 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, January 1909.

† ***Mica.** 1908. 12 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, October 1908.

† ***Floods and Flood Protection.** 1908. 48 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, July 1908.

†**Floods and Flood Protection (Supplement).** 1911. 19 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, October 1911.

† ***Sodium Nitrate Industry of Chile.** 1908. 7 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, March 1908.
Enlarged from the brief list in the *Monthly Bulletin*, November 1903.

† ***Electric Driving in Rolling-mills and Foundries.** 11 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, November 1907.

† ***Smoke Prevention.** 18 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, May 1907.

† ***Steam Turbines.** 21 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, November 1904.

† ***Water Softening.** 8 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, June 1904.

†**Patriots**; a Reading List for Boys and Girls. 1912. 17 pp. 5 cents, postpaid.
Reprinted from the *Monthly Bulletin*, July 1912.

Pennsylvania; a Reading List for the Use of Schools, with Special Reference to Indian Warfare and the Local History of Pittsburgh. 1911. 83 pp. 20 cents; postpaid, 25 cents.

† ***List of Good Games**, with References to Books Telling How to Play Them. 12 pp. 5 cents, postpaid.
In the *Monthly Bulletin*, April 1906.

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